

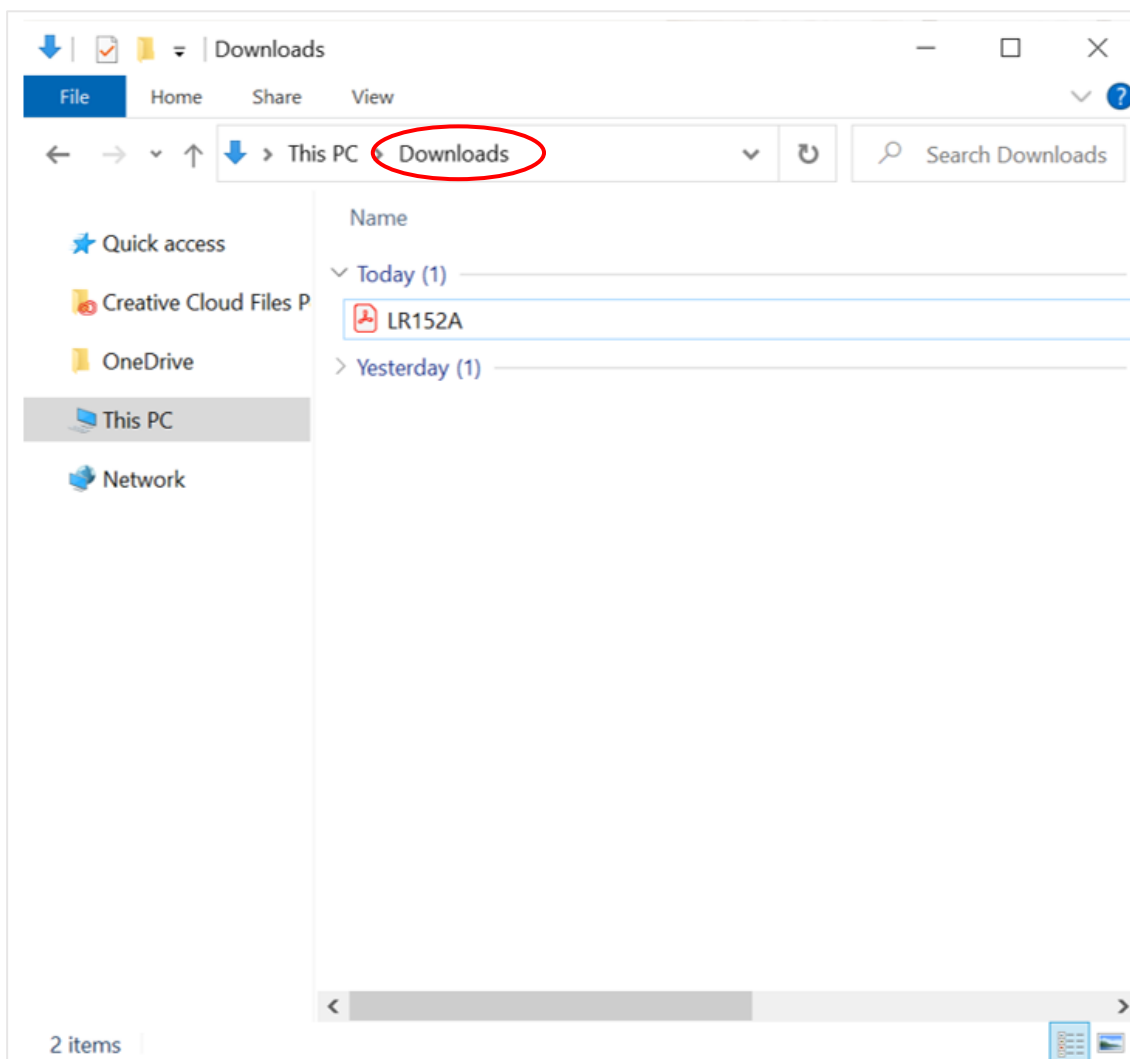
## Guidance Notes on Using the PDF Version of e-Memorial Form for the First Time

Before using the PDF version of e-Memorial Form and/or the e-Memorial Form (Data Import) [collectively referred to as “e-Memorial Form”] for the first time, you have to activate the PDF form by following the steps below:

### **Step 1:**

After downloading the e-Memorial Form, open the “Downloads” folder of your web browser (**Screen 1**). Move and save the e-Memorial Form under any name at any location in your workstation. For easy retrieval, it is recommended that you save all the e-Memorial Form files in a single folder/sub-folder of a particular drive (e.g., save the file named “e-Memorial Form LR152A.pdf” in a folder named “Registration” in Drive C: of your workstation).

### **Screen 1**

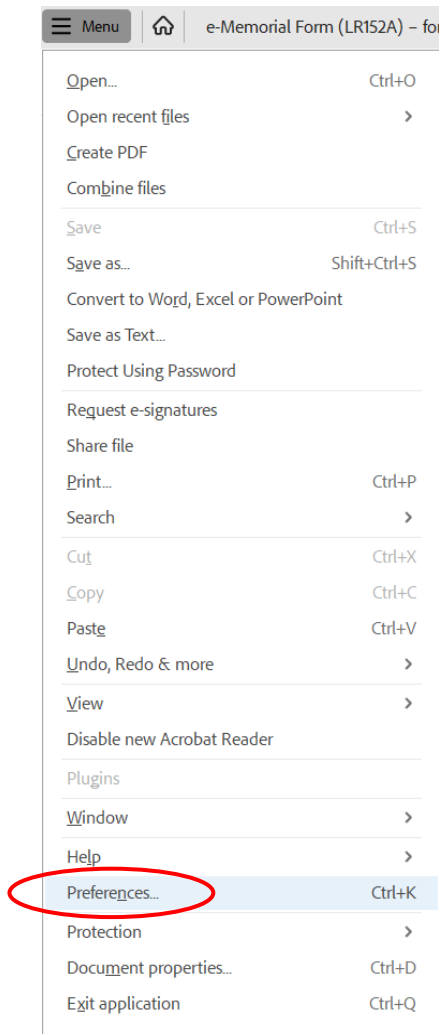


**Step 2:**

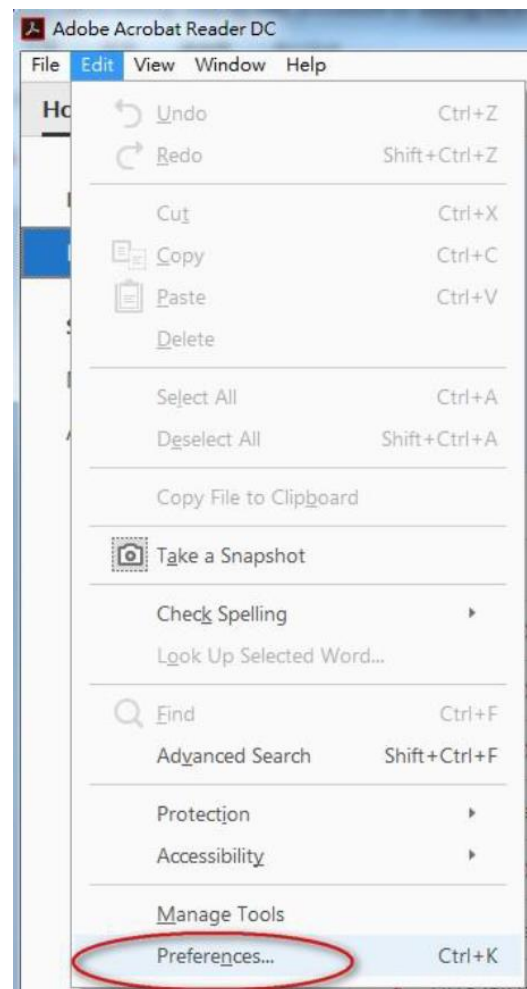
Adobe Reader with new interface: open the e-Memorial Form and select “Menu” > “Preferences” from the menu bar (**Screen 2a**).

Adobe Reader with old interface: open the e-Memorial Form and select “Edit” > “Preferences” from the menu bar (**Screen 2b**).

**Screen 2a**



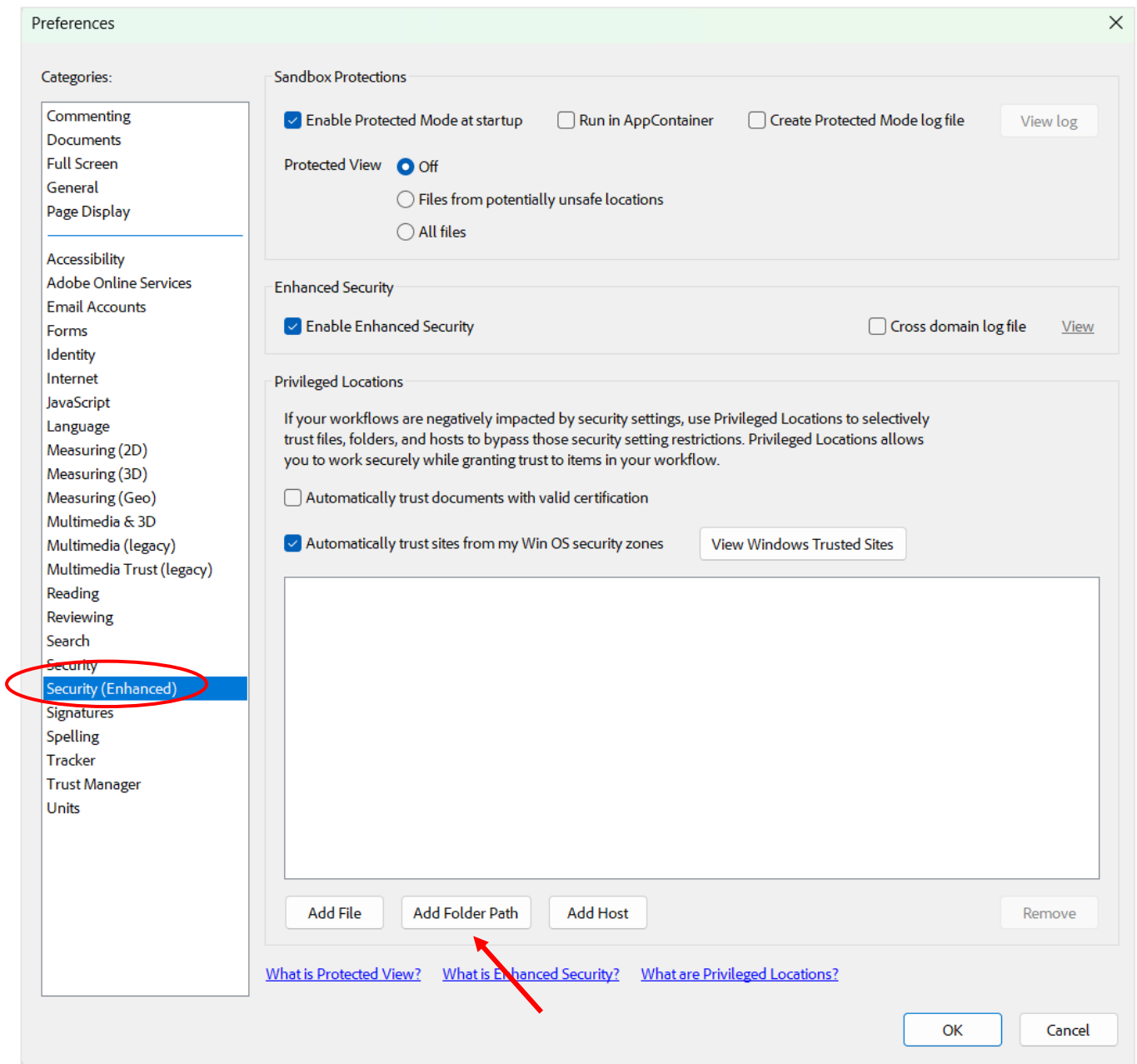
**Screen 2b**



**Step 3:**

Select “Security (Enhanced)” from “Categories” on the left, then select the "Add Folder Path" option (Screen 3).

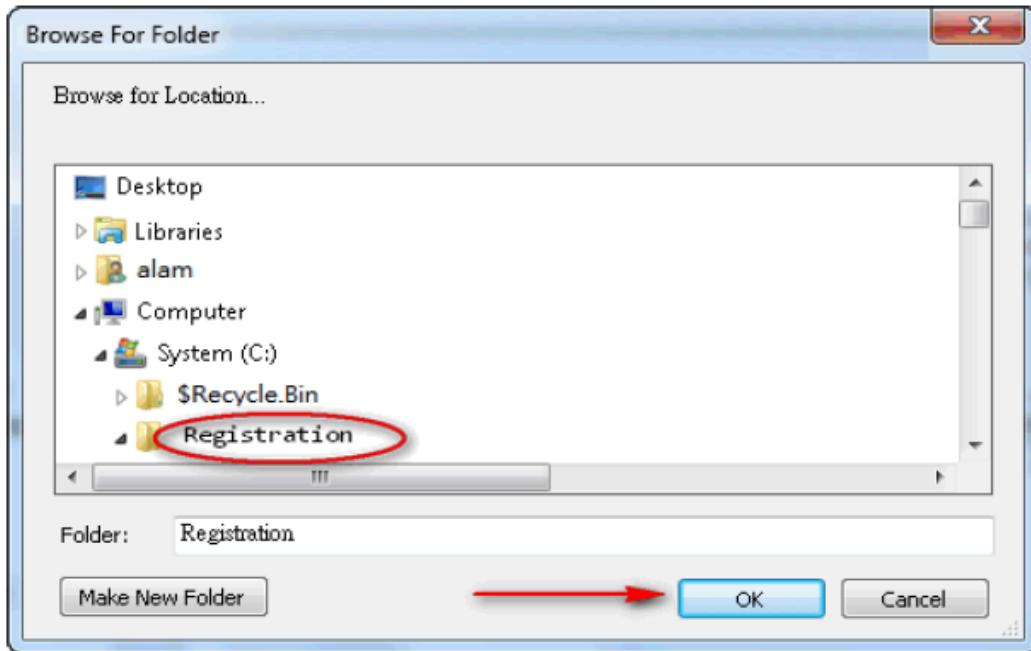
**Screen 3**



**Step 4:**

Select the drive and folder [including all sub-folder(s)] containing the e-Memorial Form from the location shown on the dialogue box (**Screen 4**) and click “OK”.

**Screen 4**



The drive and folder [including sub-folder(s)] containing the e-Memorial Form (e.g., “C:\Registration\”) would be automatically added to the trusted list (privileged locations) of Adobe Reader (**Screen 5**). Click “OK” to go back to the e-Memorial Form input screen.

### Screen 5

